

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
FOURTH QUARTER MEETING

Minutes of Tuesday, November 20, 2007

The fourth quarter meeting of the Delaware Public Purchasing Association (DPPA), Inc. for 2007, was held at the Lone Star Restaurant, Wilmington, Delaware and was hosted by New Castle County.

The Sixteen (16) members in attendance were: Janet Schukoske, Sandra David, OMB; Kim Cuffee and Sussanne Jara, DSP; Yvonne Gordon, Andria Smith, Dot Pecqueur, Ruth Kowalski, Hilda Balascio and Cliff Crawford, NCC; Peter Gregg, City of Dover; Paul Giery, DOC; Charlie Boyer, City of Smyrna; Tina Austin and Tim McMahon, City of Wilmington and Mike Sabol, DTI.

1. Opening of the Meeting - Janet

Janet Schukoske, President, called the meeting to order at 10:15 a.m. She thanked New Castle County for hosting the meeting.

3. Reading of the Minutes - Mike

A motion was made by Pete, seconded by Sussanne, to waive the reading and approve the minutes as printed. It passed unanimously.

4. Treasurer's Report – Sussanne

- a. The treasurer's report was handed out by Sussanne (copy attached).

Previous Balance:	\$38,956.21
Income	\$ 108.00
Expenses	<u>\$ 2,655.38</u>
Ending Balance	\$36,408.83

A motion was made by Pete, seconded by Andria, to accept the Treasurer's Report. It passed unanimously.

- b. Mike made a motion to allot \$20,000.00 of the Treasury funds for deposit in an interest bearing account. Tim seconded it. The motion passed unanimously.

5. Committee Reports

- a. Finance Committee – Mike

Mike presented a tentative Budget for 2008. There was a discussion about some categories and the Education Committee asked that the amount be change to \$500.00 because of the NIGP one-day course that is planned. Dot made a motion, seconded by Tina, to accept the 2008 Budget as amended. It passed unanimously. A copy is attached.

- b. Program Committee – Janet

November's meeting is for the Chapter elections and our Holiday Party.

February 2008 meeting will have a presentation by Paul Brennan, VP – NIGP Board of Directors.

c. Chapter Liaison – Janet

Janet read a Thank You letter from The American Diabetes Assn. for our donation in Greta's name.

Janet discussed the following:

TIPP's Symposium 2008 on High Tech. Procurement , March 3-5, Charlotte, North Carolina

NIGP Forum 2008, July 26-30, Charlotte, North Carolina

Region II for 2008 will be hosted by Maryland and held in Baltimore. Dates TBD.

Region II Conference Atlantic City Oct. 17-19. A brief discussion by members that attended.

d. Awards and Scholarship Committee – Pete

No report.

e. Membership Committee – Sussanne

Janet received and accepted Hilda's request to change her status for Regular member to Retired member.

We have a new member, Kim Cuffee, DSP.

We currently have 38 paid members, seven are new. Our list still has 11 that have not paid and seven of those that have not paid for 2 years. All will be removed from the official membership list.

Pete told of a Contract Writing course to be held in Manassas, VA on Jan. 31 and Feb. 1. Contact him for specifics if you want to attend.

f. Education Committee – Andria

Andria discussed some proposed courses for the DPPA sponsored one-day class in 2008. Go to the NIGP website for details. Let her know what you prefer. More to come.

Pete asked if anyone wanted to attend a Contract Writing class in Manassas, VA on 1/31 & 2/1/08. Contact Pete for details.

g. Public Relations – Cliff

No Report.

h. Strategic Planning – Mike

Mike, again, requested that any and all upgrades or changes for 2008 be sent to him ASAP.

i. Historian – Hilda

Hilda provided a copy of our original Jan 21, 2000 NIGP Charter. Not too many of the charter members are still active members of DPPA, however, we have been fortunate to recruit many new members that have taken up the slack and are helping our chapter grow.

6. Unfinished Business/Old Business - All

Janet discussed the need to consider another money-making activity. A Reverse Trade Show was discussed. The Feasibility Committee is still studying the concept. Jay feels that it should be a chance for the WMBE to get to talk to purchasing people from all over the state. More to come.

7. Lunch was held from 12:30 to 1:00 p.m. and afterward the Instructional Programs were presented.

8. The afternoon Holiday Program was held.

9. New Business - All

a. Sandy David with Dot's help conducted the Election of Officers for 2008.

The results are as follows:

2008 DPPA Officers

President - Mike Sabol

1st VP – Pete Gregg

2nd VP – Ruth Kowalski

Treasurer – Sussanne Jara

Secretary – Janet Schukoske

b. The first quarter DPPA for 2008 is scheduled for Tuesday, February 19, 2008, at 10:00 a.m. The meeting will be hosted by OMB Contracting and DSP somewhere in Middletown. **WE NEED A LARGE TURNOUT OF MEMBERS TO ATTEND THIS MEETING DUE TO THE NIGP BOARD MEMBER THAT WILL BE VISITING.**

c. The following meetings have been scheduled for the balance of 2008:

May 20, 2008 – City of Wilmington

September 16, 2008 – Dept. of Corrections

November 18, 2008 – New Castle County

10. Adjourn – Janet

Janet again thanked Hilda for her service to DPPA and wished her luck from all of us.

All the membership thanked Janet for her efforts during the past 2 years as DPPA President!

Janet adjourned the meeting at 2:30 p.m.

Respectfully submitted,

Mike Sabol, CPPB

DPPA Secretary

11/21/07

**DELAWARE PUBLIC PURCHASING ASSOCIATION
TREASURER'S REPORT
Sept. 18, 2007 to Nov. 20, 2007**

					Comments:
PREVIOUS BALANCE				\$38,956.21	
<u>INCOME</u>					
-					
General					
Membership					
Lunch		\$108.00			9/18 @ Romas 9 members paid
TOTAL INCOME			\$108.00		
<u>EXPENSES</u>	<u>CK</u>				
	<u>#</u>				
-	-				
General	-				
Janet Schukoske	1103	\$1,085.80			Reimbursement for attendance to NIGP Conference
Joseph Garamone	1105	\$204.00			Roma Italian Rest (lunch 9 members pd- 8comp:J.Burke; R. Parker; C. Crawford; T. Wontorek; G. Dvornick; C. Thomas; H. Dew; F. Adams)
SNJNIGP	1106	\$150.00			Registration for R. Parker
SNJNIGP	1107	\$150.00			Registration for C. Crawford
JenMor Florist	1108	\$83.94			Flowers for G. Iplinski funeral
American Diabetes	1109	\$200.00			Memorial for G. Iplinski
Paul Giery	1110	\$561.82			Reimbursement for attendance to Region II Conference
Clifton Crawford	1112	\$219.82			Reimbursement for attendance to Region II Conference
TOTAL EXPENSE			\$2,655.38		
ENDING BALANCE				\$36,408.83	

DELAWARE PUBLIC PURCHASING ASSOCIATION

2008 Approved Budget

November 20, 2007	2007 APPROVED	2008 APPROVED
Chapter Assessment Dues*	\$240.00	\$300.00
Food & Related*	\$540.00	600.00
Insurance (Novick Group)	\$125.00	100.00
Miscellaneous	\$100.00	500.00
Regional Conference	0	
<i>Requests from Committees:</i>		
Awards & Scholarship Committee*	\$3,800.00	3,800.00
Education Committee*	\$500.00	500.00
Membership Committee*	\$500.00	200.00
Program Committee*	\$600.00	500.00
Public Relations Committee*	\$200.00	200.00
TOTALS	\$6,605.00	\$6,700.00

***COMMENTS:**

Chapter Assessment Dues - Amount is for 2006. Dues are always paid in arrears.

Food & Related - Breakfast for meetings, new member meals, guest speaker meals, and meals for DPPA members (4th Qtr).

Awards & Scholarship Committee - Includes (3) members @ \$600 each to attend Regional Conference and the President to attend Annual Forum @ \$2,000.

Education Committee - Requesting supplies (paper, postage, envelopes, etc.) to notify Chapters of NIGP Course in 2008.

Membership Committee - Booklets, postage, lapel pins, certificates, letters for new members.

Program Committee - Guest speaker fees.

Public Relations Committee - Advertising of meetings, newspaper articles.